

ARIZONA DEPARTMENT OF ADMINISTRATION

Policies and Procedures

Subject: Dress Code

Issued: 10/19/06

Supersedes: Any prior Agency Dress Guidelines

Effective: 10/20/06

AUTHORITY

A.R.S. 41-701.B

DEFINITIONS

N/A

POLICY

This policy establishes the standards of personal dress for non-uniform office personnel throughout the year.

The Regular Dress Requirements are in effect beginning October 1st of each year and ending May 31st of each year. The Summer Dress Requirements are in effect beginning June 1st and ending September 30th of each year. The summer dress code may be started early or extended if the temperature is above 100 degrees. The Friday Dress Requirements are in effect every Friday throughout the year.

Employees' appearance and behavior project an image to our customers, including the general public, about state employees and ADOA. Each ADOA employee is expected to practice good grooming habits and to dress in a manner that is appropriate to the position and the assigned work activities. Since what may be considered as appropriate can vary from unit to unit, or position to position, you are encouraged to ask your supervisor for guidance if you are unsure.

Supervisors at all levels are responsible for ensuring day-to-day compliance with this guideline. Supervisors shall consider compliance with dress standards when evaluating employee job performance. Supervisors shall also be considerate of employees' health issues that may necessitate an exception to this policy. An example of a policy exception would be footwear for employees with medical conditions that cannot wear dress shoes comfortably.

The assistant directors shall make the final decision as to appropriate attire and may direct a staff member to leave the work site at their own expense and on their own time to change into more appropriate clothing.

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REGULAR DRESS REQUIREMENTS

The following guidelines are in effect beginning October 1st of each year and ending May 31st of each year.

Male Personnel

Acceptable regular dress for male personnel includes:

- Slacks with a dress shirt
- Sweaters, either pullover or cardigan type
- Dress shoes or dress boots

Female Personnel

Acceptable regular dress for female personnel includes:

- Dresses, skirts and blouses, dress slacks and blouses, dress suits or pants
- Sweaters
- Skorts that are flared or gathered and generously cut in the leg so as to provide the appearance of a skirt
- Dress pumps, dress boots, flats, and dress sandals including backless slide shoes

SUMMER DRESS REQUIREMENTS

Employees may wear business casual attire every workday during the summer period of June 1st through September 30th. Professional casual business attire shall be in good taste, clean, pressed and in good repair. Summer Dress should depend on the particular job, meetings or presentations each employee has for a specific day. If an employee is meeting with or presenting to customers from outside of ADOA, appropriate business attire is expected.

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Male Personnel

Acceptable business casual dress for male personnel includes:

- Cotton pants and chinos (or other similar blends of lightweight material)
- Sleeved polo or golf shirts with open collars
- Other colored or patterned shirts with regular collars, banded collars or turtle necks. The collar may be worn open or buttoned
- Loafers, boots or leather deck shoes

Female Personnel

Acceptable business casual dress for female personnel includes:

- Sleeveless blouses/shirts and dresses
- Cotton shirts (or other similar blends of lightweight material)
- Cotton (or other similar blends of lightweight material) pants, chinos, capri pants or city shorts
- Cotton knit dresses

FRIDAY DRESS REQUIREMENTS

Employees are authorized to wear casual attire on Fridays during the entire year. Casual attire shall be in good taste, clean, pressed and in good repair. Friday Dress Requirements should depend on the particular job, meetings or presentations each employee has for a specific day. If an employee is meeting with or presenting to customers from outside of ADOA, appropriate business attire is expected.

Acceptable attire for both male and female personnel for Friday Dress Requirements are the same as listed in the Summer Dress Requirements' section. However, athletic shoes and denim attire including jeans for both male and female are also acceptable attire for Friday dress only.

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UNACCEPTABLE ATTIRE

Unacceptable attire includes:

- Slippers, beach type sandals or flip flops.
- Clothing that is excessively worn, damaged or stained, including deliberate damage.
- Clothing that displays offensive or obscene material
- Shorts
- Sweatshirts
- Sweatpants
- Warm-up suits
- T-shirts to include print t-shirts, tank tops
- Denim attire including jeans except for Fridays
- Dresses/blouses with spaghetti straps
- Backless dresses
- Tube tops, halter tops, sheer or see-through clothing and fishnet hose
- Any form-fitting, clinging pants of any type, including long pants, knee length and latex leggings, spandex and body stockings
- T-shirts to include print t-shirts, tank tops, tube or halter tops or any shirt or blouse that reveals a bare midriff

CONTACTS

If you have any questions related to this policy, please contact your immediate supervisor or program manager.